



Bob Holden  
Governor

**DIVISION OF WORKFORCE DEVELOPMENT**

Joseph L. Driskill  
Director

January 17, 2003

DWD ISSUANCE 01-00, **Change 3**

SUBJECT: Local Workforce Investment Act (WIA) Plan Modification Procedures

1. Purpose: To transmit DWD's procedures for modifying local WIA plans.
2. Substance: A plan modification is the appropriate action when any one of the following occurs:
  1. Significant change in local economic conditions;
  2. Change in amount of funding available to support WIA Title I and partner-provided WIA services;
  3. Change in strategies used to meet local performance goals;
  4. Change in procedures to select service providers;
  5. Addition or deletion of a planned activity or supportive service;
  6. Designation of new grant recipient and/or fiscal agent;
  7. Request for transfer of funds (see specific requirements in Section III.B.1.h.i. of Missouri's Strategic Five-Year State Workforce Investment Plan);
  8. Change in the local Workforce Investment Board (WIB) staffing (change in organization or entity --not individual);
  9. Change in One-Stop Operator(s);
  10. Change in Memoranda of Understanding;
  11. Change in local WIB structure that requires a new board certification or a re-certification (see Attachment 11 to Missouri's Strategic Five-Year State Workforce Investment Plan);
  12. **Any addition or deletion of a local comprehensive One-Stop center or affiliated One-Stop site, or any change in one of these facilities' operating name, street or mailing addresses or telephone number; [as defined by CFR 662.100 (c) and (d)(1)];or**
  13. Any other changes that are locally defined as a substantial deviation from the plan.

In order to comply with policy established by the Missouri Training and Employment Council (MTEC), Plan Modifications required as a result of Items 8, 9, 10 and 11 above must be submitted to DWD within thirty calendar days after changes are made.

At a minimum, a plan modification consists of:

- a. A cover letter, signed by the local WIB Chair or the WIB Staff Director outlining the reason for the modification and including a brief identification of the revised sections. Any deletions from the plan must be referenced in the cover letter;
- b. The pages of narrative changes, as necessary;
- c. Planning Budget Summaries, as necessary;
- d. A signature page and statement of joint submission signed and dated by the appropriate persons (CLEO and local WIB Chair);
- e. A public notice concerning the plan modification and directing any comments to be sent to either the local WIB Chair, WIB Staff Director, or to the Division of Workforce Development's Planning and Research Section at P.O. Box 1087, Jefferson City, Missouri 65102-1087;
- f. A letter signed by the WIB Chair stating which diverse groups were identified and invited to provide comment; and
- g. An affidavit of publication or posting of public notice in each county or municipality in the region submitting the plan modification. The plan modification must be made available for public review and comment for a minimum of 30 calendar days.

Each replacement page should be numbered and have an identification header in the upper right hand corner including:

- 1) Name of Region
- 2) Date of Change
- 3) Applicable Section of the Plan

EXAMPLE:      Northwest Region  
                         09/01/00  
                         Section IV, B.3.

Additions should appear in **BOLD FACE TYPE** or underlined.

The original and five copies of the plan modification must be submitted to the Director of the Division of Workforce Development, P.O. Box 1087, Jefferson City, Missouri 65102-1087, Attention: Planning and Research Section.

A plan modification must be published at least 80 calendar days before the change can become effective.

Plan modifications which are submitted to DWD shall be approved or disapproved within 30 calendar days from the date received unless a petition is filed; then such period is extended to 45 calendar days.

Interested parties may petition for disapproval of the modification within 15 calendar days following the date of plan submission to DWD.

An approved plan modification is effective either:

1. 80 calendar days from the latest publishing date of the public notice(s); or
2. 30 calendar days from the date a complete plan modification is received for review, whichever is later.
3. Action: This information should be distributed to appropriate staff.
4. Contact: Questions or comments regarding this issuance should be directed to either Jerry Tharp at (573) 751-7281 or Anita Henry at (573) 522-8619, or to your assigned Regional Coordinator.
5. Cross/  
Historical: Regulatory Authority CFR 661.205 (b)(2), Review of Local Plans; 661.355, **Modifying Local Plans; 662.100 (c) and (d)(1), One-Stop Delivery System**; and DWD Issuance 09-01, Diversity Forum Report.

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Rick Beasley, Director

RB/dp

c: DWD Admin Group  
DWD Central Office Managers  
DWD Regional Coordinators  
Jerry Tharp  
Anita Henry